

## PRE-SUBMITTAL MEETING REQUEST FORM

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Pre-submittal meetings are required for all non-residential projects that involve site and/or utility construction. These meetings are conducted every Monday at 2:00 PM in the City of Lafayette Municipal Building.

To be placed on the agenda for a particular meeting, complete this form and submit it along with a site sketch of the proposed project to the City of Lafayette Engineering Department. This submittal is due on or before the Monday prior to the anticipated meeting date. When a holiday falls on a Monday, the impacted deadline or meeting will be moved to the next day that City offices are open for business.

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Contact Name: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Submittal Date: \_\_\_\_\_

Meeting Date: \_\_\_\_\_

State Parcel No.: \_\_\_\_\_

Site Sketch Attached:     Y ☐   N ☐

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Submittals may be delivered to:

City of Lafayette  
Engineering Department  
20 North 6<sup>th</sup> Street  
Lafayette, Indiana 47901

Hours: 8:00 AM – 4:30 PM

or e-mailed to:

[dgriffee@lafayette.in.gov](mailto:dgriffee@lafayette.in.gov); [lfreestone@lafayette.in.gov](mailto:lfreestone@lafayette.in.gov); and [lpennell@lafayette.in.gov](mailto:lpennell@lafayette.in.gov)

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The contact listed above will receive a confirmation including a meeting agenda and meeting location prior to the meeting date.

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